Data Items	Staffing	Persign
Record Identification	1	
Organization Code	13	13
Date of Action	6	
Type of Action	1	
Action Control	2	
Headquarters	1	
Subcategory Code	2	2
Position Title	2∅	2∅
Position Schedule	3	3
Position Grade	5	5
Position Number	5	5
Occup. Series Code	7	7
Position SD	3	3
Planned Incumbency	3	
Fixed or Flexible	1	
Position Sequence No.	3	
Footnote	1	
Ceiling Count	1	
Position Category	1	
Total Space Req.	79	58 *

PLUS 157 CHARS.
* OF ORGAN. CLEAR TEXTS

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SECRET

26 May 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Staffing System
Language Development Program

A meeting was held at Magazine Building on 23 May 69 on the Staffing System and Language Development Program. In attendance were ████████████ Chief, PMCD/OP; and ████████████████ representing OCS/SIPS. The following is a synopsis of the points covered during the meeting.

A) Staffing System

1) Upon asking ███████████ to explain the steps that PMCD must take in processing a T/O change, he very briefly explained a few of the auditing procedures that are performed (i.e., checking the change against authorized ceiling limits, average grade authorization). Should the change violate an Agency limit/authorization, PMCD must then resolve the difference with the help of OPPB and the components involved.

2) ███████████ stated that he was open for any worthwhile changes to the T/O system. However, the current system is good and fulfills all of PMCD's requirements. He also stated that there are no major problem areas with the current system. He did feel that it would be helpful to include Header/Column Titles on all totals that do not presently have them and also include Authorized Ceiling totals on the PCR.

SECRET

3) The possibility of PMCD incorporating the Staffing System Coding function in their office in lieu of the present system whereby a separate coding clerk in Statistical Reporting Branch is employed for this purpose was discussed. ███████████ was agreeable in pursuing this further upon a complete presentation of the coding system. It was mutually agreed upon that we would investigate this and schedule another meeting in the near future to discuss the matter further.

25X1A

4) The possibility of having the P.C.R. Control Number serve a dual function as both a control sequence number and an Organizational Indicator (i.e., Dir., Off., Div, Branch, Unit, etc) was then discussed. ████████████ stated that he could see no benefit or significance in having such a number since the recipient of a P.C.R. would not want to search thru a 18-20 character number to determine the organizational unit when he could find the same information by paging back thru the report.

25X1A

B) Language Development Program

25X1A

1) A preliminary report layout (see attached) was presented to ███████████for approval. He stated that the layout was good and contained all of the necessary information.

25X1A

2) ████████████ proposed that the report should list all employees who possessed any language skill whether they met a language requirement or not.

25X1A

In conclusion, ████████████ felt that the current Staffing System is good and could not offer any significant suggestions for improving the system.

25X1A

BEST COPY
Available

POSITION TITLE & INCUMBENT NAME	EMP. NO.	OCCUP CODE			SCH/ GRADE	DATE OF ARMY Y B	S L Y	Y O D	4			PL INC.				LANGUAGE		R	S	W	U	P	T	JOB NO.

GOVERNMENT PRINTING (GP) SCHEDULE

SCHDL GR	Job	A 55%	B 60%	C 70%	D 80%	E 90%	F 100% (JOURMN.)	G 103%	H 105%	I 107%	J 108%	K 110%	L 112%	M 115%	N 120%	O 122%	P 140%	Q 150%
GP1	1 Bookbinder	2.55	2.78	3.25	3.71	4.18	4.64					5.10		5.34			6.50	
	2 Bookbinder Planner (Sup)																	
	3 Bindery Supervisor - Night																	
	4 Bookbinder Foreman																	
GP2	1 Compositor	2.81	3.07	3.58	4.09	4.60	5.11		5.62*/5.37									
	2 Composition Prover							5.26				6.23*/5.62						
	3 Composition Planner (Sup)																	
	4 Composition Supervisor-(Night)														6.13			
	5 Composition Foreman																	7.67
	10 Linotype Operator	2.81	3.07	3.58	4.09	4.60	5.11		5.37									
	11 Linotype Oper (Pickup)							5.26										
	12 Linotype Oper (Repairman)							5.26						5.52				
	20 Mechanic Machinist	2.81	3.07	3.58	4.09	4.60	5.11											
	21 Electronic Mechanic								5.37									
	22 Senior Mechanic											5.62						
	30 Monotype Keyboard Oper	2.81	3.07	3.58	4.09	4.60	5.11		5.37									
	31 Monotype Planner (Sup)											5.62						
	40 Printer Proofreader	2.81	3.07	3.58	4.09	4.60	5.11		5.37									
	41 Proofreader Planner (Sup)											5.62						
	50 Teletypesetter Operator	2.81	3.07	3.58	4.09	4.60	5.11					5.62						
	51 Photon TT Planner (Sup)								5.37									
	52 Photon TT (Sup)																	
GP3	1 Letter Pressman	2.61	2.84	3.32	3.79	4.27	4.74											
	2 Letter Pressman (Spec)							4.88										
	10 Offset Pressman						4.95		5.20									
	11 Offset Press Asst	2.72	2.97	3.47	3.96	4.46												
	12 Offset Press (Color Prover)							5.10										
	13 Offset Stripper (Color)												5.30	5.54				
	14 Pressroom Supervisor (Night)															6.04		
	15 Pressman Foreman																	7.43
GP4	1 Offset Stripper							5.12	5.38									
	2 Offset Stripper Helper	2.82	3.07	3.58	4.10	4.61												
	3 Offset Stripper (Color)					95%			5.27									
	4 Offset Strip (Compositor)					5.11	5.12		5.38									
	5 Offset Strip Plan (Sup)												5.63					
	6 Lithographic Artist (Color)											5.48		5.73				
	10 Platemaker	2.82	3.07	3.58	4.10	4.61	5.12		5.38									
GP5	1 Offset Photographer							5.25	5.51									
	2 Offset Photo Asst	2.89	3.15	3.68	4.20	4.73												
	3 Offset Photographer (Color)								5.41					5.67				
	4 Offset Photo (Planner) (Sup)														5.78			
	5 Offset Photo (Process Specialist)												5.62					
	6 Offset Photo (Specialist)								5.41									
	7 Offset Photog Sup-Day														6.30			
	8 Offset Photog Sup-Night														6.30			
	9 Offset Photographer-Foreman																	7.88
GP6	1 Photoengraver						5.56											
GP7	1 Bindery Assistant						2.66											
	2 Bindery Assistant						2.78											
	3 Bindery Assistant						2.86											
	4 Bindery Assistant						2.97											
***GP8	1 Presswork Operative / Bindery Operative, Operative	2.30	2.40	2.50	2.76**													
	2 Bindery Operative, Operative / Presswork Operative	2.53	2.64	2.75														
	3 Bindery Operative, Operative / Presswork Operative	2.76	2.88	3.00														
	4 Bindery Operative, Operative / Presswork Operative	2.88	3.00	3.12														
	5 Operative, Presswork Operative	3.00	3.12	3.24														

* Preserved Rate
** Frozen Rate
*** GP8 schedule are flat steps in each grade and are not percentages of a specific base

MEMORANDUM FOR:

This schedule is being proposed in the PER STEP project for

GA - Graphic Art

GP - Govt. Printing   4 Feb 70

_____
(DATE)

(47)

FORM NO. 1 AUG 54 **101** REPLACES FORM 10-101 WHICH MAY BE USED.

of personnel

1. Automatic Reassignment with position/slot.

Will take place when a position/slot is reassigned within an office or division not involving changes in occupational series, service designator, position title or grade.

Note: This currently takes place when an office code and if headquarters code remains the same. If the headquarters code of the position changes, the employee is listed as Pending Reassignment.

Problems:

1. The employee's FAN number is not automatically changed. This is not accomplished until a Request for Personnel Action (Form 1152) is submitted by the receiving Component's Budget and Fiscal Officer.

2. Approximately 25% of the time, the automatic reassignment should not have taken place. This necessitates the submission of a Form 1152 to reassign the employee back to his parent office/division. This is not as great a problem as it appears, if historical reporting is only done at an office level, since the personnel action would have to be prepared anyway to reassign the employee to a different position. If historical reporting is done to a lower than "OFFICE" level, this would necessitate deleting the erroneous data in the historical record.

Reorganization

1) What happens when different levels of organization change.

   A   Automatic reassignment with slot

   B   Pending Reassignment

   C.   What info goes to CAP

   D.   PMCD needs what info.

Rename only of Job

    Just notify Manpower system & update txt only.

Position Inventory

    Do they automatically reassign personnel when a slot moves??